



## **Public Transportation Advisory Committee (PTAC) Application Form**

### **Required for Submission**

Please include the following information:

- Cover Letter
- Letters of recommendation and/or references
- Conflict of Interest Statement (attached)
- Resume that includes work experience, educational background, and any other relevant experience.

### **Contact Information**

Full Name: Alisa J. Anderson, Grants Manager/ADA Coordinator  
Street Address: 1941 Crestview Drive City/State/Zip: Moscow, ID 83843  
Phone: W 208.883.7600 - C 208.596.8242 Email: aanderson@ci.moscow.id.us

### **Organization Affiliation (if any):**

Name: City of Moscow  
Street Address: PO Box 9203, 504 S. Washington City/State/Zip: Moscow, ID 83843

### **District you are applying for:**

District 1 ☐ District 2 ☒ District 3 ☐ District 4 ☐ District 5 ☐ District 6 ☐



Heart of the Arts



Art Bettge  
Mayor

Sandra Kelly  
Council President

Maureen Laflin  
Council Vice-President

Hailey Lewis  
Council Member

Julia Parker  
Council Member

Gina Taruscio  
Council Member

Anne Zabala  
Council Member



Bill Belknap  
City Supervisor



City of Moscow, City Hall  
c/o Bill Belknap, City Supervisor  
206 East 3rd Street  
P.O. Box 9203  
Moscow ID 83843  
Phone (208) 883-7000  
Fax (208) 883-7018

Website: [www.ci.moscow.id.us](http://www.ci.moscow.id.us)  
Hearing Impaired (208) 883-7019



April 22, 2022

Bill Moad, Chairman  
Ron Duran, Public Transportation Manager  
Idaho Transportation Department  
PO Box 7129  
Boise, ID 83703

RE: District 2 PTAC Application

Dear Chairman Moad and Mr. Duran:

I am submitting my application for reappointment to PTAC to continue serving as a representative for District 2. My experience and involvement with public transportation in Idaho spans over 30 years in a variety of capacities working locally, at the District level and statewide.

Over the last few years PTAC has evolved with new members in four of the six Districts which has brought forth a fresh perspective, different viewpoints, and a new energy. The new members, combined with myself and Chair Kathleen Lewis with the many years of experience and historical knowledge, has created a well-balanced advisory Board.

We have a strong working relationship with the Public Transportation staff in continued review of processes for grant applications, operational reporting of statewide providers, and new funding programs. We cohesively provide input and make recommendations that support overreaching goals of safety, mobility and economic opportunity.

As a lifelong Idahoan, I would be honored to continue serve District 2 and the State in support of Public Transportation as a member of the PTAC. Thank you for this opportunity and consideration of my application.

Sincerely,

Alisa J. Anderson  
Grants Manager/ADA Coordinator  
[anderson@ci.moscow.id.us](mailto:anderson@ci.moscow.id.us)

Attached: PTAC Application  
Conflict of Interest  
Resume and References



## Conflict of Interest

As a member of the Public Transportation Advisory Council (PTAC), you will be leading and participating in meetings and processes related to public transportation.

This PTAC function requires that you fully disclose any real or potential conflict of interest that may influence or appear to influence your objectivity, judgment, or decisions. Based on the specific detail of any possible conflict of interest, you may be asked to recuse yourself from elements of the evaluation and recommendation process. If at any point you determine that a conflict of interest may exist, it is your responsibility to notify the presiding PTAC chair to determine the most appropriate action.

Examples of a conflict of interest, or the appearance of a conflict of interest, exist when a council member:

- Is directly or indirectly associated with the project applicant.
- Is employed, working as an intern, or considered for employment by the project applicant.
- Is a student or volunteer with the project applicant?
- Is providing, or intends to provide, direct or in-kind financial assistance related to the applicant or project application.
- Is elected to, appointed to, or employed by an organization that is providing, or intends to provide, direct or in-kind financial assistance to an applicant or the project application.
- Is a member of a committee or board, voting or otherwise, of the project applicant?
- Participated in the preparation of a submitted project application.
- Maintains an ownership position of any type, including securities or other evidences of debt, with the project applicant.
- Has a personal relationship with someone who has an interest in the project application.

The above examples and are not intended as a complete list. If you have any questions concerning possible conflicts of interest, contact Public Transportation Program Manager prior to signing this form.

I have read and fully understand this *Conflict of Interest Statement (Attachment A)* and will immediately advise the presiding PTAC Chair or the Public Transportation Program Manager of any potential conflict during my term on the PTAC.

Alisa J. Anderson

Print Name

*Alisa J. Anderson*

Signature

*April 25, 2022*

Date



# Alisa J. Anderson

**1941 Crestview Drive  
Moscow ID 83843**

**Phone (208) 596-8242**

OBJECTIVE – Working in a management position where my communication and analytical skills, business education, and work history experience are effectively utilized.

SUMMARY OF QUALIFICATIONS - Over 15 years of strong and diverse experience in the following areas:

- Grant Writing and Administration; Procurement and Management of Government Funded Projects; Community and Economic Development Projects; Analyze and Review Budgetary and Financial Data; Human Resources and Employee Training/Management; Business Office Management/Administrative Support Team; Insurance Negotiation and Benefit Administration; Personnel Policy Development and Implementation; Unemployment Claims and Appeal Hearings; Workers Compensation and OSHA Compliance; Training & Seminars for Small Business Development Center; Payroll and Accounts Receivable/Payable; Business Plans and Business Reorganizations; Civil Rights and ADA Compliance.

## PROFESSIONAL EXPERIENCE

3/2007 – Current, CITY OF MOSCOW, Moscow, ID - ***Grants Manager/ADA Coordinator***

- Research grant programs and identify funding prospects; write grant applications, prepare supporting documents, and submit funding proposals; manage all activities of existing grant awards to assure contract compliance; prepare and submit routine grant and contract renewals; prepare and submit reimbursement and payment requests to funding agencies; prepare civil rights and other compliance documents and tracking per state and federal codes and regulations.
- Serve as liaison between the City, prospective partners and outside funding agencies and groups, participate in meetings and discussions regarding decisions.
- Serve as a resource to City administration and staff regarding state, federal and private funding programs; provide information, research, analyze, and prepare reports and make recommendations as needed.
- Assist in the preparation of annual preliminary budget recommendations as assigned; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations, and prepare reports and documentation for A-133 Single Audit.
- Serve as the ADA Coordinator for citywide operations and facilities; writing, implementing and updating civil rights plans and reporting/monitoring compliance.

2006/2007 WASHINGTON STATE UNIVERSITY, Pullman, WA - ***Payroll Services, Fiscal Analyst II***

- Review, analyze and reconcile employee benefit enrollment data; reconcile Budget Statement for assigned payroll accounts; perform complex accounting for the balancing and remitting of employment taxes; prepare quarterly and annual reports of complex size and scope and prepare payment and adjusting entries; daily deposits, prepare and entry JV's, respond to in-person inquiries at Payroll Counter and answering phone questions.

2005/2006 LATAH HEALTH SERVICES, Moscow, ID - ***Business Office/Human Resource Director***

- Responsible for the management of the Accounting and Human Resources Departments for a long-term care and assisted living facility with 125 employees; managed accounts payable and receivable, reconciliation of multiple bank accounts, journal entries, and general ledger. Preparation of combined and departmental financial statements; Cost Reporting for Medicare and Medicaid Programs.
- Preparation and Implementation of new personnel policies and procedures; managed benefits programs to include medical, dental, and life insurance; managed workers compensation and OSHA compliance programs.

2001/2004 VALLEY VISTA CARE CORPORATION; St. Maries, ID - **Director of Human Resources and Support Services (Interim Director of Finance 1/2002 thru 7/2002)**

- Responsible for the management of the Human Resource Department for diversified long-term care and assisted-living non-profit corporation with 350 employees; duties include training and implementation of all personnel policies and procedures through officers, administrators, managers, and supervisors of individual facilities and programs; assisted with all disciplinary actions up to and including terminations; responded to all unemployment claims including appeal hearings; recruited and interviewed potential employees corporate wide; preparation and implementation of policies and procedures, job descriptions, benefit programs, and pay scales.
- Managed community-based services programs to include childcare, public transportation, life-line home emergency system, in-home care, senior meals sites, and home delivered meals; other support services duties included writing and administering grants for public transportation, senior meal programs and children's daycare.
- During the interim position of Director of Finance managed accounting department while recruiting for a new CFO.

2000/2001 CHATSWORTH MACHINE COMPANY, Chatsworth, CA - **Chief Financial Officer**

- Responsible for complete financial management for manufacturer of pharmaceutical encapsulation production equipment, including supervision of 20 personnel.
- After serving as outside consultant since 1999, was hired to troubleshoot finances in turmoil, discovered vast account discrepancies and embezzlement. Terminated staff, reorganized accounting system, restructured inventory, and balanced accounts; developed job costing and work-in-progress systems to network with accounting programs to determine cost effectiveness of current products. Prepared/presented financial reports, budgets and projections to Board of Directors to determine future products and services; Negotiated/obtained \$500K working capital long-term collateral loan from private investor; Analyzed and transferred insurance programs, saving over \$15K annually.

1995/2000 FINANCIAL DYNAMICS, INC., Hayden, ID - **Secretary/Treasurer (Self-Employed)**

- Contracted with the Small Business Administration to represent the five northern counties of Idaho for SBA Loans, working directly with local banks/SBA loan officers to provide business loan packaging; performed full-service accounting for 20+ clients in a wide variety of business activities; presented business management training seminars/classes for local college and businesses.

1994/1995 COMMERCIAL CREDIT DEVELOPMENT, Hayden, ID - **Commercial Loan Officer**

- Provided business counseling, creative financing alternatives, loan packaging and closing, credit and ratio analysis, working directly with local banks and SBA; functioned as Office Manager, supervising a staff of two.

1989/1995 PANHANDLE AREA COUNCIL; Hayden, ID - **Commercial Loan Officer (1992-1994)**

**Fiscal/Contract Specialist/Grant Administrator (1989-1992)**

- Managed education, marketing, and sales of SBA 504 Loans, Revolving Loan Fund and Micro Loan Programs, including interviewing, counseling, analysis, cash flow projections, loan review committee presentations and recommendations, portfolio monitoring, and debt collection.
- Administered federal/state grant projects for Idaho Department of Commerce and Economic Development Administration

## EDUCATION

- **LEWIS CLARK STATE COLLEGE**, Lewiston, ID  
Bachelor of Science Degree in Business Management, Presidential Honors
- **NORTH IDAHO COLLEGE**, Coeur d'Alene, ID  
Associate of Applied Science Degree – Legal Assistant

# Alisa J. Anderson

**1941 Crestview Drive**  
**Moscow ID 83843**

**Phone (208) 596-8242**

## References

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| 1. Gina Taruscio, Executive Director<br>Partnership for Economic Prosperity<br>PO Box 9464<br>Moscow, ID 83843<br><a href="mailto:director@pepedo.org">director@pepedo.org</a><br>208-883-7151 | and | Gina Taruscio, President<br>Regional Public Transportation, Inc.<br>PO Box 3854<br>Moscow, ID 83843<br>(208) 596 - 9470 |
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Gina Taruscio is also a member of the  
City of Moscow City Council  
[gtaruscio@ci.moscow.id.us](mailto:gtaruscio@ci.moscow.id.us)

2. Jenny Ford, Business Relationship Officer  
Idaho Central Credit Union – North Idaho  
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3. Christina Mangiapani, Grant Writer  
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200 South Almon  
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208-310-0547  
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4. Darrell Keim, Director  
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